



陳廷驊基金會  
THE D.H.CHEN  
FOUNDATION

# Project Fuel 3.0

## 雪中送炭計劃

Core Operational Funding and  
Capacity Building Program

It's time to  
**rebuild and grow**  
together.

讓我們  
凝聚力量 互勵共建



**Final Cohort**  
Calling for applications!

It's time to  
**rebuild**  
and  
**grow**  
together.



## Program Introduction

The new normal brought by the COVID-19 pandemic has further exposed the needs of Hong Kong's small-sized non-government organizations (NGOs). Since 2020, The D. H. Chen Foundation (the Foundation) has been supporting these organizations through Project Fuel, a program providing Hong Kong's small-sized, non-subsided NGOs with core operational funding and capacity building opportunities to be more resilient in the face of adversity.

Leveraging the co-learning spirit among NGO peers in the past two years, the Foundation is launching Project Fuel 3.0. Through the final cohort of this initiative, the Foundation aspires to foster a healthy and long-term development within the NGOs, as well as collaboration among like-minded stakeholders to drive bigger impact. It's time to rebuild and grow together.



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in Action

# Program Content

All awarded NGOs are entitled to **both financial support and fellowship program participation** implemented in two stages:

## Stage I: Financial Support (to be awarded within Q3 2022)

**Supporting each awarded NGO's core operating expenses, with a maximum of HK\$750,000\*.**

Core operating expenses include:

Critical manpower, office rental, utilities, insurances, regular professional services (e.g., audit, legal), on-going marketing cost, regular I.T. infrastructure (e.g., internet, basic software subscriptions), miscellaneous (e.g., recurrent storage fee, stationery)

## Stage II: Fellowship Program (to commence in Q4 2022)

**Co-creating a 6-month Fellowship Program\*\*** with all awarded NGOs to deliver networking and capacity building resources in order to nurture their long-term sustainable growth, while building meaningful connections within the sector

\* The final amount of the financial support will be subject to the Foundation's final decision.

\*\* Fellowship Program details & schedule will be developed subject to the Foundation's decision.



# Eligibility for Application

1. Registered independently as a tax-exempt organization under section 88 of the Inland Revenue Ordinance; subsidiaries of an organization are not eligible to apply.
2. Proven track record in prominently serving the Hong Kong community in recent 3 years
3. Not currently receiving recurrent subventions from Social Welfare Department
4. Annual expenditure\* under HK\$10,000,000 in previous financial year (2020/21 or 2022)
5. Ability to continuously and consistently demonstrate plans and actions to achieve the organization's mission and vision in supporting Hong Kong community in the face of the COVID-19 pandemic and new normal
6. Not a past Official Awardee of Project Fuel (2020 or 2021)
7. Not currently engaged in a multi-year or program-based partnership with The D. H. Chen Foundation



\* Annual expenditure shall include all types of expenses from capital investment, operations to direct services.

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# Application Procedure

1. Please submit the application using the online application system: [http://bit.ly/projectfuel\\_2022](http://bit.ly/projectfuel_2022) (Applicant will need a Google account to access to the application system). Any submissions by email (including projectfuel@dhchenfoundation.com) or any other means will not be considered.
2. Please fill in all necessary information and submit all supplementary documents through the online application system in ONE single submission.
3. Application period starts from May 30, 2022, 12:00 pm to June 13, 2022, 12:00 pm.
4. Any online applications without submitting all valid documents prior to the deadline will not be considered.
5. Only shortlisted applicants will be notified by phone and be invited to a panel meeting within 2 months after the application deadline. Details will be announced at notification stage.



# Organization Description

Please prepare responses (bullet-point form preferred) for the following items:

Requirement: maximum 400 English words or 1000 Chinese words per question.

Responses to be uploaded within the online application as ONE Word document attachment.

1. What sort of advantages and/or special elements does your organization have in terms of its work and service nature? This can involve (but is not limited to) the management culture of your organization, its embraced values, service innovation, service targets and community partnerships.
2. What are your organization's prominent services to the Hong Kong community in the past three years? Please include relevant quantitative data illustrating your organization's service performance, effectiveness, and the impact brought to society (on an annual basis).
3. How has the work of your organization been affected by the COVID-19 pandemic? In the past two years, how has your organization adjusted its services and operations, in order to continue actualizing its vision and achieving its mission amidst these challenges?
4. What operational changes / reforms has your organization undergone to adapt to the new normal brought by the pandemic? Are there any further plans on development in the coming year?



# Supplementary Documents

Please upload all the following documents within the online application in **ONE** single submission:

1. Inland Revenue Ordinance Section 88 tax exemption certificate
2. Company or society registration certificate
3. Most recent set of annual audited accounts available (2020/21 or 2021)
4. Full names and titles of key members of the organization (with each individual's full English and/or Chinese name according to legal identification documents), including: current Members, Founding Member(s), Board of Directors, Chief Executive Officer/ Executive Director or equivalent position of the organization
5. Full organizational structure and employee list (with job description and salary amount per staff) in April 2022
6. Core operation expenses\* (with descriptions and expenses breakdown per item) in April 2022

\* Core operation expenses include critical manpower, office rental, utilities, insurances, regular professional services (e.g., audit, legal), on-going marketing cost, regular I.T. infrastructure (e.g., internet, basic software subscriptions), and miscellaneous (e.g., recurrent storage fee, stationery).





# Program Timeline

Open Application : May 30, 2022 at 12 pm to June 13, 2022 at 12 pm

Panel Meeting of Shortlisted Applicants: by July 2022

Stage 1 - Funding Disbursement: in Q3 2022

Stage 2 - Fellowship Program Commencement: in Q4 2022





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and  
**grow**  
together.



For **Enquiry:**

[projectfuel@dhchenfoundation.com](mailto:projectfuel@dhchenfoundation.com)

\* Please provide us with your contact number via email.  
Our team will get in touch with you at our earliest convenience.



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